

# **A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT**

## **Department of Highways Professional Services Procurement Bulletin 2019-12 Statewide Aviation Planning and Engineering**

This document constitutes a Request for Proposals for Professional Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

### **I. PROJECT DESCRIPTION**

Project Description – Aviation planning and engineering services for airport related projects statewide. Two (2) consultants will be selected.

### **II. PROJECT INFORMATION**

Project Manager – Craig Farmer, P.E.

User Division – KY Department of Aviation

Approximate Fee – \$500,000 Upset Limit each consultant.

Two (2) Consultants will be selected to provide services.

Work to be assigned via Letter Agreement not to exceed \$250,000 per Letter Agreement

Project Funding – State and Federal Funds

Contract Duration – Two Years from Notice to Proceed

### **III. PURPOSE AND NEED**

Assist the KY Department of Aviation with engineering and planning projects beyond the expertise and time constraints of existing personnel.

### **IV. DBE REQUIREMENT**

The Consultant team shall include a DBE Participation Plan with their Response to Announcement. An additional page will be allowed with the Project Approach in the Response to Announcement to convey this plan. A maximum of 3 points will be considered in the Evaluation Factors for the DBE Participation Plan.

### **V. SCOPE OF WORK**

The selected Consultants will be required to provide airport planning and airport engineering services at public-owned airports throughout the Commonwealth on an as-needed basis in the following areas:

- General airport planning consultation (airport geometry, building configuration, aircraft/automobile parking layout, etc.)
- Airport layout plans
- Airport master plans
- All other airport planning documents required by the FAA or KDA
- General airport surveying/mapping (horizontal and vertical)
- Airport approach analysis/evaluation
- Airport improvement design projects, including, but not limited to:
  - Runway/taxiway/apron extension/repair
  - Runway safety area improvements
  - Pavement maintenance projects, including crack repair, seal coats, maintenance overlays, etc.
  - Lighting/electrical projects, including runway/taxiway edge lighting, signage, etc.
  - Navigational aids (Nav aids), including REILs, PAPIs, wind cones, etc.
  - Automated Weather Observation Systems (AWOS) construction/installation
  - Airport fencing and gates
  - Airport infrastructure projects, including administrative buildings, t-hangars, fuel systems, etc.
- Airport construction administration/observation services
- Airport construction project estimates

## **VI. SPECIAL INSTRUCTIONS**

Two (2) firms will be selected to provide these services for a period of two (2) years with no new work assigned the two year period, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$500,000. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional Letter Agreements will be executed under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$250,000 without written approval from the Commissioner of Aviation.

The Selection Committee will randomly draw from the pool of selected Consultants and list in consecutive order to determine the initial order for which projects will be assigned. Projects will generally be assigned on a rotational basis. The Department reserves the right to select a firm outside of the assignment order for a particular project if it is to the benefit of the Department. That firm, if selected out of order, will be skipped in the rotation when their turn comes and the regular order will be followed thereafter. The Department of Aviation reserves the right to group multiple projects together as one offering if it is advantageous to the Department. The Department may also add additional work to an existing Letter Agreement, if needed. A firm will not be offered an additional project until the remaining firm on the list has been offered a project. If a firm declines to accept a project or does not respond to an invitation to perform services for a project within five (5) days, or the Department and Consultant cannot agree on reasonable scope of work and fee for services, documentation shall be placed in the project files and the next firm on the rotating list shall be offered the project.

Instructions for Response to Announcement can be found at:

<https://transportation.ky.gov/professionalservices/pages/respond-to-an-announcement.aspx>

## **VII. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the Consultant project team must be prequalified in the following areas by the response due date of this advertisement.

### **ROADWAY DESIGN**

- Surveying
- Photogrammetry

### **AVIATION**

- Airport Master Planning
- Airport Design
- Airport Project Inspection

## **VIII. PROCUREMENT SCHEDULE**

Dates other than Response Date are tentative and provided for information only.

- Bulletin Posted – June 11, 2019
- Response Date – July 3, 2019 by 4:30 PM ET (Frankfort Time)
- First Selection – July 8, 2019
- Final Selection – July 24, 2019
- Pre-Design Conference – July 31, 2019
- Fee Proposal – August 9, 2019
- Contract Negotiations – August 21, 2019
- Notice to Proceed – September 19, 2019

## **IX. PROJECT SCHEDULE**

Individual project schedules will be by Letter Agreement on a project-by-project basis.

Completion of All Services – Two Years from Notice to Proceed

## **X. EVALUATION FACTORS**

1. Relative experience of consultant personnel assigned to project team with aviation planning projects for KDA and/or federal, local or other state governmental agencies. (20 points)
2. Relative experience of consultant personnel assigned to project team with aviation engineering projects for KDA and/or federal, local or other state governmental agencies. (20 points)
3. Knowledge of, and experience with, various FAA procedures and criteria regarding aviation planning and design. (10 points)
4. Knowledge of, and experience at, airports within the KY Air Transportation System. (5 points)
5. DBE Participation Plan (3 Points)

6. Knowledge of the locality and familiarity of the general geographic area. (2 points)

**XI. SELECTION COMMITTEE MEMBERS**

1. Craig Farmer, P.E., User Division
2. Joe Carter, P.E., User Division
3. Craig Caudill, P.E., Secretary's Pool
4. Wendy Southworth, P.E., Secretary's Pool
5. Cole Mitcham, P.E., Governor's Pool